

Individual Development Plans

Within two weeks of the performance appraisal discussion session, an IDP must be prepared for all permanent employees. The following are a couple of IDP tips to remember:

A new IDP does not have to be prepared each year; the current IDP may be merely updated instead.

IDPs are not limited to only formal and on-the-job training. IDPs should also include such self-development activities as:

Reading material related to the work of the position. Self-directed learning such as watching videos, reading books, listening to cassettes, etc. that are related to the employees performance.

INDIVIDUAL DEVELOPMENT PLAN			
<u>1. EMPLOYEE'S NAME (Last, first, initial)</u> Wilson-Voss, Lori L.		<u>4. DESCRIPTION OF WORK ASSIGNMENTS</u> <u>A. Current Performance Elements Identified for Development/Training</u> Computer operations and telecommunications Resource management plan/budget Supervises employees in an unbiased work place and fosters teamwork	
<u>2. CURRENT POSITION TITLE</u> Supervisory Program Assistant		<u>B. Projected/Potential Assignments</u>	
<u>3. ORGANIZATIONAL NAME AND LOCATION</u> USDA-ARS Plant Introduction Station Iowa State University Ames, IA 50011		Monitors NCRPIS expenditures accurately Prepares manuscripts, correspondence, etc. accurately and promptly	
<u>5. Performance Related Knowledge, Skills, and Abilities</u> Knowledge of computer spreadsheets. Knowledge of computer operations. Improve supervisory skills		<u>6. Development Work Experiences (On-the-job assignments, Self development)</u> Read and study manuals for Excel. Practice by completing exercises and tutorials in manuals and workbooks. Use up-to-date versions of software. Develop a better understanding of computer operations through working with other staff members and agency personnel. Read and study "The Seven Habits of Highly Effective People".	<u>7. Formal Training (Courses, Seminars)</u> Utilize on-line computer courses. Attend training of RTS at NADC. Attend related short courses at ISU.
<u>8. The supervisor and employee have completed the IDP process and have determined that no training or development needs are indicated at this time.</u>		<u>9. SIGNATURE and DATE</u>	
		<u>EMPLOYEE</u>	<u>SUPERVISOR</u>
		<u>APPROVING OFFICIAL</u>	

Performance Appraisals-AD-435

Form AD-435, Performance Appraisal Form, is used for ARS permanent employees and those appointed initially for longer than one year require an annual performance review. To be rated an employee must have been in his/her position and under performance standards for 90 days or more. Technicians (Categories 5 and 7), Wage Grade (Category 8), Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP), and Clerical/Secretarial (Category 9) are rated from April 1-March 31 each year. Research Scientists (Category 1), Support Scientists (Category 3), Service Scientists (Category 4), Research Associates/Affiliates (Category 2), and Specialists (Managerial, Advisory, or Administrative) (Category 6) are rated January 1-December 31 each year. A very complete Midwest Area Timetable for Completion of Appraisals is sent out from the Area Office each appraisal cycle. This timetable lists the various deadlines involved with completion of the AD-435 forms and any award forms needed in conjunction with Performance ratings (Fully Successful, Superior and Outstanding).

Performance Evaluation Process Summary

- I. The electronic AD-435 can be downloaded from www.afm.ars.usda.gov/hrd/wpforms.htm
- II. Employees are to prepare documentation (limit of three pages, 12 pt, Times New Roman font, 1 inch margins) of last year's accomplishments. List the element with "bullet" statements to document accomplishments.
- III. Supervisors are to "annotate" the document that the employees prepared, to indicate their evaluation of the accomplishments, either within the document or as a separate page. The Supervisor's documentation should not exceed one page for a total of four pages.
- IV. The Supervisor will then complete the draft electronic AD-435 using the documentation in step 3 and if a scientist, include the ARS-115 Detail by Author Report from ARIS.
- V. The Supervisor will submit the electronic AD-435 and the documentation to the Area Office by e-mail to Lisa Gettinger (lgettinger@mwa.ars.usda.gov) by the date indicated from the Area Office.
- VI. Research Leaders/Non-SES Center Directors that report directly to the Area Director are to complete the document identified in step two above and an electronic AD-435 with the elements listed to the Area Office by e-mail to lgettinger@mwa.ars.usda.gov by the date indicated from the Area Office.
- VII. The Area Director as the Reviewing/Rating Official will review the material provided and after consultation with the supervisor, if necessary, sign and date the AD-435 and will e-mail the Supervisor their concurrence by the date indicated from the Area Office.
- VIII. The Supervisor will complete the evaluation process in discussions with the employees.
- IX. The Supervisor will return the following to the LAO: Completed and signed (hardcopy) AD-435, copy of Standards along with performance documentation, Award Forms if appropriate, and a copy of the new Performance Standards signed by the employee and supervisor.
- X. The LAO will consolidate the material and forward to Deb Agee in the Area Office by the date indicated from the Area Office.
- XI. The Area Director will sign the AD-435 using the date that the draft was signed. The Award Forms and the new Performance Standards will be signed with the current date.
- XII. The Area Office will forward the AD-435 and Award Forms to HRD for processing and return the signed Performance Standards to the LAO's.

Completion of Performance Appraisal Forms (AD-435P)

- A. Performance Appraisal form (AD-435P) can be downloaded (save as Word Perfect or Word) from the following web site address:
www.afm.ars.usda.gov/hrd/wpforms.htm
- B. The employee listing will identify those employees who require ratings this cycle and will provide the employee information necessary to complete the upper section of each AD-435P. The numbers next to the headings on the employee listing correspond to the blocks on the blank AD-435P that need to be completed. Type 03-4860 in block 13 of the AD-435. Once the form is completed and printed, each individual AD-435P should be saved to disk and retained for use in future performance cycles. The disk will contain sensitive information, please keep the disk in a secure place and/or password protect the documents in your system.

- C. After the rating and reviewing official have signed the AD-435P, the performance discussion has taken place and the employee has signed their AD-435P, a copy needs to be made for the employee and a copy should be retained in the supervisor's records.

United States Department of Agriculture Performance Appraisal		1 Social Security No. 123456789	2 Position Number 000WXXXX	3 Pay Plan GS	4 Occup.Series 0404
5 Name (Last, First, Middle Initial) SINATRA, NANCY		6 Grade/Step or Pay Level 02/01		7 Appraisal Period From: 04/01/2003 To: 03/31/2003	
8 Official Position Title BIOCL SCI AID		9 Organization Structure Code 03 30 36 3625 12 00 00 00			
10 Duty Station 03 30 36 3625 12 00 00 00	11 Funding Unit	12 Agency Use		13 NFC Use	
<u>Instructions</u> Blocks 1 through 10, completed by NFC, should be reviewed and, If necessary, corrected. Block 11. Enter funding unit number. Block 14. Enter brief description of performance elements. Block 15A. Check performance elements identified as critical. Blocks 15B, 15C, 15D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column. Blocks 15E, 15F, 15G. Enter total of each column. Block 15H. Enter total from 15E, 15F, and 15G. Block 16A. Check off the correct summary rating described in decision table (16B). Blocks 17 through 22. Self-explanatory.					
14 Performance Elements		15A Critical Element (√)	15B Exceeds Fully Successful	15C Meets Fully Successful	15D Does Not Meet Fully Successful
1) ASSISTS WITH FIELD AND LAB WORK		X			
2) MONITORS SUPPLIES					
COOPERATIVE INTERACTION WITH CURATORS AND OTHER 3) STAFF/TEAMWORK		X			
4) SUPPORTS AND PARTICIPATES IN SAFETY, EMPLOYEE HEALTH AND ENVIRONMENTAL PROTECTION PROGRAMS		X			
5)					
6)					
7)					
8)					
9)					
10)					
16B <u>Decision Table (check off Summary Rating in block 16A)</u> Rating of Outstanding if 15E equals 15H.. Rating of Unacceptable if any critical element is rated in 15D. Rating of Superior if no element is rated in 15D; 15F is greater than zero; and 15E is greater than 15F. Rating of Marginal if 15G is greater than 15E, and no critical element is rated 15D. Rating of Fully Successful if none of the above apply.			15E Exceeds	15F Meets	15G Does Not Meet
			15H Enter Total 15H (15E + 15F + 15G = 15H)		
			16A <u>Summary Rating (See Decision Table in 16B)</u> <input type="checkbox"/> Outstanding <input type="checkbox"/> Superior <input type="checkbox"/> Fully Successful <input type="checkbox"/> Marginal <input type="checkbox"/> Unacceptable		
17 Employee - <u>Standards of Conduct and Ethical Responsibilities</u> (Check off appropriate boxes) a I have a copy of the Government wide standards of ethical conduct and any USDA and agency supplemental regulations governing conduct <input type="checkbox"/> YES <input type="checkbox"/> NO b I attended the required annual ethics training. <input type="checkbox"/> YES <input type="checkbox"/> NO					
18 Employee's signature Date If employee did not sign, state reason. (Instructions for resolutions of disputes are on Page 2)					
19 Supervisor's Signature Date		20 Reviewer's Signature Date			
21 Approving Official's or Funding Unit Manager's Signature (optional) Date					

DETAIL BY AUTHOR REPORTS

The following instructions are to be used by the MU Secretary to develop the Detail by Author Report, which will be used at appraisal time for Cat 1,2, 3, 4. A copy of the Detail by Author Report is to be attached to all Performance Appraisal forms of Category 1, 2, 3, and 4 scientists.

The following ARIS instructions begin from the Main Menu:

1. Research Documentation
2. Reports
3. 115 Author Reports
4. Insert approval dates (e.g.: 01/01/2002:12/31/2002) and author's last name.
5. Click on Query
6. When list is created, click on Action.
7. Mark all records then click on Reports.
8. Select Detail by Author

Performance Standards

CHECKLIST FOR PREPARING PERFORMANCE STANDARDS

Performance plans should be developed for each employee within 30 days of the beginning of the appraisal period or within 30 days of hire. The following are some reminders for establishing a performance plan.

1. Check the employee's position description for accuracy; the major duties in the position description should be included in the performance plan as critical elements. Accomplishment of organizational objectives and goals can be included in Performance Plans.
2. Employee participation in developing the plan is desirable. However, the rating and reviewing officials have the final responsibility for establishing the performance plan.
3. There must be at least three, but no more than ten, elements.
4. At least one element must be critical, and at least one element must be noncritical.
5. Standards should be as objective as possible.
6. Each employee whose position is classified as a supervisor, with supervisory in their title, must have a separate performance element(s) that addresses EO/CR. (Positions classified as supervisor usually include the term Supervisory, Supervisor, Manager, Officer, or Administrator in the title.)
7. All nonsupervisory employees' performance plans must include (in at least one of the critical elements) the responsibility for demonstrating a commitment to EO/CR. Remember, nonsupervisory employees also include those individuals who have limited supervisory responsibilities (such as, supervision of one technician or student, team leaders, etc.).
8. All employees with health, safety, environmental protection, and/or energy management responsibilities should have an element and standard in their performance plan that address these responsibilities.
9. The performance plan must be signed by the employee, the supervisor, and the reviewing official (normally, the second-line supervisor). The employee should then receive a copy of the approved plan.

REMINDERS !

The employee signature is applied to the cover sheet after the supervisor and reviewer have signed the proposed performance plan to be put in place.

There must be at least one documented progress review during the appraisal period. The documentation can be a note on the performance plan that the discussion took place and the date of the discussion initialed by employee and supervisor.

The MWA Administrative (Personnel) Office has been receiving new standards and the coversheet requesting Area Director signature as Reviewing Official. Please remind supervisors (Rating Officials) the employee should not be signing the Performance Plan Coversheet until the Reviewing Official has reviewed for discussion with supervisor (if necessary) and signed the plan.

Communication between the supervisor and the employee is essential in the process of developing performance plans and supervisors must include the employee when the performance plan is being developed but the employee signature is applied after supervisor and reviewer have signed the proposed performance plan to be put in place.

When the employee is being rated at the end of the Performance Appraisal Cycle, the final rating should not be communicated to the employee prior to the "Reviewing Official" review and signature approving the rating.

When an employee is assigned to a different supervisor or changes position during the appraisal period, the previous supervisor should prepare a summary rating and forward it to the employee's new supervisor for consideration in deriving the final performance rating on the employee.

Although we in the Area Office try to include all this information in the MWA Appraisal Procedures e-mailed each cycle, in conjunction with the MWA Appraisal Procedures and Timetable, P&P 418.03 should be referenced when establishing performance standards as well as completion of performance reviews. P&P 418.03 is in the process of being updated (i.e. performance cycle dates need updated) but is still a good resource for performance appraisal procedures. The P&P can be found at www.afm.ars.usda.gov/ppweb/pplist.htm

The above information is only to make you aware of the performance appraisal procedures. Thank you for your attention in this matter. If you have any questions please feel free to contact me.

Deborah K. Agee
Human Resources Assistant
USDA-ARS-MWA
1815 N. University Street
Peoria, IL 61604

Request for Personnel Action--SF-52

Request for Personnel Action (SF-52) is required for any recruits, new hire, work schedule changes, termination, retirement, promotion, or reclassification. If the action is included in the ARMPs, the supervisor signs Block 5 (action requested) and the RL signs Block 6 (Action authorized). If the action is not included in the ARMPs, then the supervisor and RL both sign in Block 5 and the AD signs Block 6. Everyone in the supervisory chain should sign SF-52s.

For additional guidance on preparing SF-52s refer to <http://www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/52request.htm>. This page has several options you can choose from to get the instructions needed. Also on this page is "Glossary of Terms and Supplemental Information" which is an excellent reference tool.

October 1, 2003

SUBJECT: FY '04 SF 52 Case Numbers and Submission Procedures

TO: MWA Location Administrative Officers

THROUGH: Diane Strub, Area Administrative Officer /s/

FROM: Deborah Agee, Area Human Resources Assistant /s/

The following is a synopsis of the Midwest Area's FY 04 SF 52 submission procedures. Note there are changes this Fiscal Year.

Please continue to follow the non-citizen procedures:

- Clearance Procedures for Non-Citizens to Work in ARS Facilities, email memo from Edward Knipling on 5/19/2003.
- Procedure Instructions for Non-Citizens working in ARS Facilities, email memo forwarded by Adrianna Hewings 5/20/2003.
- Foreign Research Associate Updates - Process, Forms, Thru/To Lines Past Info Included, email from Marie Bishop 6/13/2003. (Marie also sent out email 6/13/2003 with new version of ARS-230, Non-Citizen Data Sheet dated 5/2003)
- Rescinding LA/STEP Authority to DEO's for Non-Citizens-Delegated, email forwarded to MWA LAOs 7/8/2003.

Regardless of how the non-citizen worker is coming to our facilities, you must first obtain the Area Director's approval to proceed with bringing the non-citizen into our facilities. This first step should be done via e-mail to the Area Director. Once Area Director's approval has been granted, the completed ARS-230 and other required paperwork must be submitted through Marie Bishop for name trace to be conducted via ARS Tracking. If you have any questions, please feel free to contact me via email at ageed@mwa.ars.usda.gov or Marie at bishopm@mwa.ars.usda.gov

Beginning October 1 start using A04" as the first two digits of your SF-52 Request Numbers and begin with A0100" as the last four digits of your SF-52 Request Numbers. As a reminder:

Positions 1 and 2: Fiscal Year = 04

Positions 3, 4, 5 and 6 = Fourth level of Mode Code (i.e. Peoria is 3620)

Position 7 = Zero (0)

Positions 8, 9 and 10 = Three-digit sequential numbers beginning with A100.@

1. **Category (Cat) 1 Position Recruits** - The original SF 52 and appropriate documentation for all actions on Cat 1 positions must be sent through me for Area Director (AD) approval (copies not needed).
2. **Category 4 Position Recruits** - The original SF 52 and appropriate documentation for all actions on Cat 4 positions must be sent through me for AD approval (copies not needed).
3. **Category 2 Position Recruits and Extensions** - The original SF 52 and appropriate documentation for all actions including extensions on Cat 2 Research Associate positions must be sent through me for AD approval (copies not needed).
4. **Category 3, 5, 6, 7, 8, 9 Recruits** -

- a. If the vacancy was listed on the >04 Position Staffing Plan (PSP) and recruiting is within established Full Performance Level (FPL), send the recruit SF-52 directly to WSB with a copy to me.
 - b. If it is a vice recruit action and recruiting within established FPL, send the vice recruit SF-52 directly to WSB with a copy to me.
 - c. If the vacancy is not listed on the >04 PSP, the original SF-52 must be sent through me for AD approval. E-mail or fax me a memo requesting and justifying the new position. The request should identify the Research Unit and supervisor. Do not combine vacancy requests. Once I receive AD approval, the signed approval will be faxed back to you so a new position number can be requested from WSB. Send the original SF-52 and approval memo to me for AD signature on the SF-52 (copies not needed). Although it does not happen often, pre-approval will eliminate doing the SF-52, AD-332(s), and position description(s) only to have approval denied.
5. **Promotions of Category 3, 5, 6, 7, 8, 9 Positions** -
- a. Within the Established Full-Performance Level (FPL) - Send the SF-52 directly to WSB with a copy to me.
 - b. Beyond/above the Established FPL Send the Accretion of Duties or Recruit SF 52 through me for AD approval (copies not needed).
 - c. Promotions of Student Career Employment Program Employees Send the SF 52 directly to WSB with a copy to me.
6. **Extensions of Temporary Appointments** (excluding Research Associates)
- a. If the extension was approved (through a footnote annotation) on the '04 PSP, send the SF 52 directly to WSB with a copy to me.
 - b. If the extension was not approved through a footnote annotation on the '04 PSP, the SF 52 must be sent through me for AD approval (copies not needed).
7. **Changes in Work Schedules/Tours of Duty** -
- a. For student appointment and/or temporary positions, send the SF 52 directly to WSB with a copy to me.
 - b. For permanent positions, send the SF 52 through me for AD approval (copies not needed). (Exception: NCAUR and NADC can send directly to WSB with a copy to me.)
8. **Separations** -
- a. For all separations (Retirement, Termination, Expiration of Appointment, Resignation), except when AD approval signature is required (i.e. when AD is supervisor, authorizing or reviewer) send the SF 52 directly to WSB with a copy of the SF 52 and reason for separation, to my attention.
 - b. All separation SF 52s must state either "Retain Position" or "Abolish Position." Area Director's approval is required for abolishing all permanent positions. You can retain a position number and change the

classification series, grade level, etc, of the vice action. Retaining a position number does not mean the position has to be refilled identically. Recruiting at or establishing a higher full performance grade level (FPL) of positions requires Area Director's approval.

c. If it is known that the employee will not work the complete final pay period before separating, annotate in Part D on reverse of the separation SF-52, "Separating employee did not complete tour of duty final pay period and will not accrue leave." This is new from last year's procedures and an attempt to help HRD eliminate some of the confusion with final pay periods and NFC leave errors as a result.

d. On Retirement SF-52s, in Part D, state if the retiree's Retirement Certificate and Retirement Letter are needed for presentation at the retiree's party/dinner and the date of the event.

e. All separation SF-52s must be faxed or emailed to The Frick Company with the completed Frick separation form.

f. Follow the Leave Policy & Procedures 402.6, dated September 29, 1997 (amended 12/8/97), Appendix B and Appendix C for completing AD-581 Lump Sum Forms. Attach an audit (signed by supervisor) and a copy of final T&A. If there are leave errors in the NFC Database, please send the AD-581 with audit and copy of final T&A to my attention so that I can update (TINQ) the database and forward to HRD to process. Copies will be returned to you with date sent to HRD annotated.

9. **Category 0 Student Temporary Employment Program Employees (STEP)**
Recruits/Appointments/Extensions/Conversions to higher grade

a. If the vacancy was listed on the '04 PSP or if it is a Vice Recruit/Appoint action send the SF 52 direct to WSB with a copy to me.

b. Extensions, Conversions, Promotions to higher grade and Work Schedule Changes, send the SF 52 direct to WSB with a copy to me.

c. Annotate the name of the college or university the student is attending in Part D on reverse of SF-52 for new LA/STEP or SCEP Appointments. This information will be used to support and report on the White House Initiatives with Hispanic Serving Colleges and Universities (HACU), Historically Black Colleges and Universities (HBCU), and Tribal Colleges and Universities (TCU). Periodically during the FY, Marie Bishop will provide locations with this statistical data to be used in support of your EEO initiatives.

d. In a crunch, when you need a new LA/STEP or SCEP position not listed on the '04 PSP, e-mail or fax me a memo requesting and justifying the new position for AD approval. The requests should identify the Research Unit and supervisor for each new student position rather than several on one request for approval. Once I receive AD approval, the signed approval will be faxed back to you so that a new position number can be requested from WSB. The original approval memo will be sent for your records. The faxed memo with AD approval signature must be attached to the SF-52 and sent directly to WSB with a copy of the SF-52 with attached approval memo to me. Do not send these SF-52's to WSB before receiving AD approval. (Exception: New student vacancies from NCAUR and NADC can be sent directly to WSB with a copy to me.)

e. If it is known that the LA/STEP will not work the complete final pay period before separating, annotate in Part D on reverse of SF-52, "Separating employee did not complete tour of duty final pay period and will not accrue leave." Again, this is new from last year's procedures and an attempt to help HRD eliminate some of the confusion with final pay periods and NFC leave errors as a result.

→ OVERALL INFORMATION AND REMINDERS ←

- WSB normally needs a minimum of one full pay period before a requested effective date to process an action. Include this time frame in your calculations when initiating your SF 52's. Also include a few more days in your calculations if the SF 52 must come through the Area Office. A longer processing time should be expected for SY and Research Associate positions due to more detailed classification process requirements for these positions. WSB will no longer back-date any actions, therefore your paperwork must be submitted in a timely manner.
- A copy of all SF-52's sent direct to Human Resources Division (HRD), Western Services Branch (WSB) must be sent to me.
- When you need new position numbers not identified on the FY '04 PSP, after receiving AD approval for the position, contact your servicing HR Specialist in WSB for a new number.
- Please continue to e-mail your HR Specialist in WSB as soon as you become aware of the date you are bringing on board a LA or STEP person.
- Diane Strub and I have LA/STEP delegation for all of the Midwest Area and can help when you're in travel status, on vacation, etc.
- When I forward approved SF 52's and any other personnel related forms to WSB, the forms are sent via Fed Ex and a copy of the approved forms returned to you with date to HRD annotated in upper right corner.

Please ensure that the above procedures are followed at your location to avoid delay in processing at the Area and Headquarters levels. If you have any questions concerning these procedures, don't hesitate to call me at (309)681 6633.

cc:
Harry Baldauf
Carol Gramlich
Latania Maise
Gloria Snipes
Rosita Spears
Margy Trout

An email was sent on July 6, 2004, from Lorraine Thaden, Human Resources Specialist, HRD, to advise that the document on Employment of Non-citizens in Non-Permanent Excepted Service Positions was updated on July 1, 2004 replacing the document dated March 31, 2004.

The changes include:

1. An updated list of allied countries (Bulgaria, Estonia, Latvia, Lithuania, Romania, Slovak Republic and Slovenia) based on NATO expansion.
2. Changes in fees charged by the U.S. Citizenship and Immigration Services, Department of Homeland Security.

The document is available on the HRD website at:

<http://www.afm.ars.usda.gov/hrd/jobs/visa/revised4visa.pdf>

Questions on employment of non-citizens should be referred to your servicing human resources specialist.

ANNUAL LEAVE AND CREDIT LEAVE REMINDERS WHEN LEAVING

Annual Leave - Employees can't use annual leave on their last working day with the Federal government. The Lump Sum Annual Leave Act of 1954 prohibits the use of annual leave on the last day of work when it is known that the employee is separating from the Federal government. However, an employee can use compensatory time, credit hours, or sick leave and not violate the law.

Credit Leave - Employees should be encouraged to use all credit time before separating from the Federal government. Because credit time must be paid via a manual payroll/personnel system rather than a computerized payroll/personnel system, the National Finance Center bills ARS \$50.00 each time a separating employee must be paid for credit time. Even if only 15 minutes of credit time must be paid, ARS is billed \$50.00. (These charges are paid from a central fund-not the specific management unit.) Therefore, especially if the employee doesn't have many hours of credit time accumulated at the time of separation, it would be very beneficial if they would consider using them before separating.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested PROMOTION (SEE PART D)	2. Request Number Get # from LAO
3. For Additional Information Call (Name and Telephone Number) Supervisor Name and Number	4. Proposed Effective Date Insert Date Here
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Research Leader Name, Title, and Date of Signature	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION						SECOND ACTION					
5-A. Code	5-B. Nature of Action					6-A. Code	6-B. Nature of Action				
5-C. Code	5-D. Legal Authority					6-C. Code	6-D. Legal Authority				
5-E. Code	5-F. Legal Authority					6-E. Code	6-F. Legal Authority				

7. FROM: Position Title and Number						15. TO: Position Title and Number Title of Posn Posn Number					
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay		20B. Locality Pay	20C. Adj. Basic Pay	20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization AGRICULTURAL RESEARCH SERVICE FIELD ORGANIZATION (INSERT YOUR NUMBER HERE) MIDWEST AREA (PEORIA, IL) NAME OF YOUR UNIT HERE CITY, STATE					

EMPLOYEE DATA					
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%			24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use
27. FEGLI			28. Annuity Indicator		26. Veterans Preference for RIF. YES <input type="checkbox"/> NO <input type="checkbox"/>
30. Retirement Plan			31. Service Comp. Date (Leave)		29. Pay Rate Determinant
			32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA					
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code
38. Duty Station Code			37. Bargaining Unit Status		
			39. Duty Station (City - County - State or Overseas Location) CITY - COUNTY - STATE		
40. Agency Data	41.	42.	43.	44.	
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status
					51. Supervisory Status

PART C--Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE

Editions Prior to 7/91 are not usable after 6/30/93.

PART D--Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
(If "Yes", please state these facts on a separate sheet and attach to SF 52.)

NO

☐

YES

Remarks regarding promotion should be inserted here.

PART E--Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (*Number, Street, City, State, ZIP Code*)**PART F--Remarks for SF 50**

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested RESIGNATION		2. Request Number Get # from LAO
3. For Additional Information Call (Name and Telephone Number) Supervisor Name and Number		4. Proposed Effective Date Last day of employment
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Research Leader Name, Title, and Date of Signature		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date							
FIRST ACTION		SECOND ACTION									
5-A. Code	5-B. Nature of Action		6-A. Code	6-B. Nature of Action							
5-C. Code	5-D. Legal Authority		6-C. Code	6-D. Legal Authority							
5-E. Code	5-F. Legal Authority		6-E. Code	6-F. Legal Authority							
7. FROM: Position Title and Number Title of Posn Posn Number			15. TO: Position Title and Number								
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay			20A. Basic Pay	20B. Locality Pay	20C. Adj. Basic Pay	20D. Other Pay		
14. Name and Location of Position's Organization AGRICULTURAL RESEARCH SERVICE FIELD ORGANIZATION (INSERT YOUR NUMBER HERE) MIDWEST AREA (PEORIA, IL) NAME OF YOUR UNIT HERE CITY, STATE						22. Name and Location of Position's Organization					

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%			24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use	26. Veterans Preference for RIF. YES NO <input type="checkbox"/>	
27. FEGLI <input type="checkbox"/>			28. Annuitant Indicator			29. Pay Rate Determinant	
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period
POSITION DATA							
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location) CITY - COUNTY - STATE				
40. Agency Data	41.	42.	43.	44.			
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other		50. Veterans Status	51. Supervisory Status

PART C--Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Approval Date		

CONTINUED ON REVERSE SIDE

Editions Prior to 7/91 are not usable after 6/30/93.

PART D--Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
(If "Yes", please state these facts on a separate sheet and attach to SF 52.)

NO

☐

YES

PART E--Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F--Remarks for SF 50Position Description Cover Sheet -AD-332

A position description cover sheet (Form AD-332) must accompany all position descriptions going forward to Personnel. The supervisory signs Block 19. Type information into Block 21.

If a standardized PD is being used, a copy of the AD-332 accompanying the standardized PD must be used because it has the classification of the description documented in Blocks 11 through 17. Only when nonstandardized Pds are used should "original" AD-332s be used.

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	404		03	MONTH/DAY/YEAR	YES NO		MS
				4/22/2002			
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	FLD 1-3	350	6. Personal Contacts	1			
2. Supervisory Controls	FLD 2-1	25	7. Purpose of Contacts	A	30		
3. Guidelines	FLD 3-1	25	8. Physical Demands	FLD 3-2	20		
4. Complexity	FLD 4-1	25	9. Work Environment	FLD 9-2	20		
5. Scope and Effect	FLD 5-1	25	27. TOTAL POINTS			27. 520	
28. GRADE						28. GS-3	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/2002		
31. Name and Title MARILYN STETKA, HUMAN RESOURCES SPECIALIST (CLASSIFICATION)							
32. Remarks FLSA: N Nonsensitive/low risk FPL: Standard Job #404-03					33. OPM Certification Number		